

# GNJMA

RESORTS CASINO HOTEL  
ATLANTIC CITY, NEW JERSEY  
NOVEMBER 19, 2014



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## BOOTH PACKAGE AND EXHIBIT TIMES

WED., NOV. 19 - 10:00 AM - 2:00 PM

Dear Exhibitor:

Vista Convention Services is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention's policies, space assignments, display limitations, and event schedules should be directed to:

**GNJMA**  
**Ms. Monica Mowad**  
**910 Beechwood Ave.**  
**Cherry Hill, NJ 08002**  
**Tel: (609) 617-1602**

All questions regarding shipping, storage, furniture, and labor should be directed to:

**Customer Service**  
**VISTA CONVENTION SERVICES**  
**6575 Delilah Road**  
**PO Box 3000**  
**Pleasantville, NJ 08232-0036**  
**Tel: (609) 485-2421**  
**Fax: (609) 485-2392**  
**email: [info@vistacs.com](mailto:info@vistacs.com)**

Included in this service kit are order forms for various items you may require for your exhibit. **The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please analyze and submit your order forms as early as possible.

**Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:**

**8' high backdrape - blue / white**  
**3' high siderails - blue**  
**7" x 44" ID Sign**

**1 - 6' draped table - blue**  
**2 - side chairs**  
**1 - wastebasket**

**NOTE: EXHIBIT FLOOR IS CARPETED**

# GNJMA

## **EXHIBIT AREA INSTALLATION AND DISMANTLE**

### **Set-Up Dates & Times**

TUESDAY

NOVEMBER 18, 2014 - 3:00 PM - 6:00 PM

### **Exhibit Dates & Times**

WEDNESDAY

NOVEMBER 19, 2014 - 10:00 AM - 2:00 PM

### **Dismantle Dates & Times**

WEDNESDAY

NOVEMBER 19, 2014 - 2:00 PM - 4:00 PM

**\*\*Any display not removed by the exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense\*\***

Thank you,  
Vista Convention Services  
Customer Service

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## INTENT TO USE NON-OFFICIAL CONTRACTORS

DEADLINE DATE:  
NOVEMBER 5, 2014

**A NON-OFFICIAL CONTRACTOR IS:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

**NOTIFICATION DEADLINE DATE: See Above.**

**Exhibiting Firm:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Authorized Name & Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Full Name of Non-Official Contractor:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

**City, State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Non-Official Contractor "Show Site" Representative:** \_\_\_\_\_

**Type of Service to Be Performed:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Retain one copy for your files.*

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## PAYMENT & CREDIT CARD AUTHORIZATION FORM

DEADLINE DATE:  
NOVEMBER 5, 2014

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

### ORDER RECAP

Standard Booth Furnishings & Carpet Order Form..... \$ \_\_\_\_\_  
Estimated Labor Order Form ..... \$ \_\_\_\_\_  
Estimated Material Handling Order Form..... \$ \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_  
\*ADD 7% NJ SALES TAX \$ \_\_\_\_\_  
NET AMOUNT DUE VISTA \$ \_\_\_\_\_

**\* Note: All Services are Taxable in the State of NJ.**

#### INDICATE PAYMENT METHOD:

Check # \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_

Charge to: ☐ MasterCard ☐ VISA ☐ American Express  
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date 

--	--	--	--	--	--

#### PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

(Print or Type)

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON REVERSE SIDE.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**

## **Limits of Liability and Responsibility**

1. Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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## PAYMENT POLICIES

DEADLINE DATE:  
NOVEMBER 5, 2014

### PAYMENT OPTIONS

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services in our role as the Official Contractors for this show.

**1. All checks must be in U.S. funds drawn on a U.S. bank**

**2. Advance Payment by Company Check**

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services in advance to guarantee payment. Please make all checks payable to Vista Convention Services.

**3. Wire Transfer in U.S. Funds**

Bank information call Vista Convention Services (609) 485-2421 or e-mail: info@vistacs.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services will charge the following fees:

**Domestic incoming wire transfer fee: \$25.00**

**International incoming wire transfer fee: \$35.00**

**4. Credit Card**

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form. For discount rates to apply, Vista Convention Services must receive this form by **NOVEMBER 5, 2014**.

### SHOW SITE ORDERS

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

### PAYMENT TERMS

To process your order for services and materials listed in the Exhibitor Service Manual, **we require your signed Payment and Credit Card Charge Authorization Form to be on file** with Vista Convention Services in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***No telephone orders accepted.***

**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

**NOTE:** All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services.

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## STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:  
NOVEMBER 5, 2014

Rental price includes delivery to and removal from your booth.

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	
<b>SEATING</b>			
___ Upholstered Arm Chair (black only).....	\$61.90	\$77.45	___
___ Side Chair (black only).....	50.95	61.90	___
___ Padded Stool (black only).....	66.50	81.75	___

<b>ACCESSORIES</b>			
___ Cocktail Table (18" h x 24" rd).....	61.40	77.45	___
___ Round Pedestal Table (30" h x 30" rd).....	93.00	115.55	___
___ Round Pedestal Table (42" h x 30" rd).....	111.80	138.95	___
___ Wastebasket.....	19.35	23.30	___
___ Easel.....	39.05	46.35	___
___ Chrome Sign Frame (22" x 28").....	73.95	92.75	___
___ Bag Holder.....	92.75	116.05	___
___ 8' Stanchion.....	28.70	35.90	___
___ Crossbar.....	28.70	35.90	___
___ Garment Rack.....	80.65	99.95	___
___ Literature Rack.....	149.55	172.35	___

### STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

___ 9' x 10'.....	142.05	173.85	___
___ 9' x 20'.....	284.10	347.70	___
___ 9' x 30'.....	426.15	521.55	___
___ 9' x 40'.....	568.20	695.40	___
___ 9' x 50'.....	710.25	869.25	___

Circle color: Blue Burgundy Gray Teal Red Purple  
Blue Jay Pepper Black Hunter Green

### CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

\_\_\_ft.x \_\_\_ft. (100 sq. ft. minimum) \$3.00 sq. ft. \$4.95 sq. ft. \_\_\_

Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green  
Blue Jay Pepper

### CARPET PADDING

INDICATE OVERALL DIMENSION:

\_\_\_ft.x \_\_\_ft. (100 sq. ft. minimum) \$1.40 sq. ft. \$1.65 sq. ft. \_\_\_

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	
------	-------------------	------------------------	--

### DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal  
White Hunter Green

___ 2' x 4' x 30".....	\$98.90	\$123.30	___
___ 2' x 6' x 30".....	116.85	146.05	___
___ 2' x 8' x 30".....	136.95	170.95	___

### DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal  
White Hunter Green

___ 2' x 4' x 42".....	130.85	157.55	___
___ 2' x 6' x 42".....	150.05	178.95	___
___ 2' x 8' x 42".....	161.00	201.25	___

### UNDRAPED DISPLAY TABLES - 30" HIGH

___ 2' x 4' x 30".....	45.50	56.55	___
___ 2' x 6' x 30".....	53.60	66.45	___
___ 2' x 8' x 30".....	64.05	77.75	___

### UNDRAPED DISPLAY TABLES - 42" HIGH

___ 2' x 4' x 42".....	58.70	71.30	___
___ 2' x 6' x 42".....	65.95	81.75	___
___ 2' x 8' x 42".....	76.40	93.35	___

### DRAPED RISERS

White Vinyl			
___ 4' One Step.....	45.10	54.70	___
___ 6' One Step.....	53.35	66.20	___

### MISCELLANEOUS

___ 3' Black Stanchion/Pull out Tape.....	55.80	71.80	___
(7 1/2 ft. lengths)			

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

# LABOR ORDER FORM

# VISTA

CONVENTION SERVICES

**6575 DELILAH ROAD  
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Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM**

**DEADLINE DATE:  
NOVEMBER 5, 2014**

## CARPENTER LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

### CARPENTER RATES:

## Straight Time

\$100.00 per hour  
one hour minimum per worker  
thereafter 1/2 hr. increments  
ST: 8:00 AM to 4:30 PM  
Monday through Friday

## Overtime

\$150.00 per hour  
one hour minimum per worker  
thereafter 1/2 hr. increments  
OT: Before 8:00 AM and after 4:30 PM  
Monday through Friday  
and all hours on Saturday and Sunday

## Double Time

\$200.00 per hour  
one hour minimum per worker  
thereafter 1/2 hr. increments  
DT: all Holidays

**ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%.**

**NOTE:** 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

**PLEASE INDICATE SERVICE REQUIRED:**

☐ **PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
SET-UP				
DISMANTLE				

☐ **PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$35.00

Name of Carrier	# Crates	Cartons	Skids
-----------------	----------	---------	-------

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

**PLEASE INCLUDE SET-UP PLANS WITH ORDER**

### After Dismantle Return Display

VIA:

**Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.**

***PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS***

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Street Address	Phone #
----------------	---------

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature	Title
-----------	-------

CREDIT CARD INFORMATION: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																			EXPIRATION DATE:
<b>PURCHASING CARD: VISA &amp; MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER</b> _____																					
CARDHOLDERS SIGNATURE:		CARDHOLDERS NAME:																			

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)**



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## MATERIAL HANDLING ORDER FORM

**DEADLINE DATE:  
SEE #3**

### RATES AND SHIPPING INSTRUCTIONS

1. Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
2. ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
3. **WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN FRIDAY, NOVEMBER 7, 2014. SHIPMENTS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO 35% SURCHARGE.**
4. **WHERE TO SHIP:**

Address all shipments consigned to **WAREHOUSE** to:

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_

**GNJMA  
c/o Vista Convention Services  
300 Commerce Drive  
Egg Harbor Township, NJ 08234**

**Warehouse Inquiries: (609) 485-2421**

5. **RATE SCHEDULE:**

**A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS**

**ST Rate: \$84.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*Receive crated shipments only at our warehouse 30 days prior to Show.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.
- \*Shipments of loose or uncrated materials will not be received at warehouse.

**B. DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS**

**ST Rate: \$84.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*Receive shipments at showsite on move-in dates.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.

**C. DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS**

**ST Rate: \$102.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*Receive shipments at showsite on move-in dates.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.

**D. OVERTIME RATE: Add 25% if handled IN or OUT on overtime.**

**Add 50% if handled both IN & OUT on overtime.**

All shipments handled on Saturday, Sunday and holidays and before 8:00 AM or checked in after 3:00 PM on weekdays will be charged at the overtime rate.

**ALL CHARGES SUBJECT TO NJ SALES TAX (7%)**

6. Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
7. Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
8. Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.
9. Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material, turn in bill-of-lading for each shipment at the Service Desk before leaving the Show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show Vista reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista.

#### **Limits of Liability and Responsibility**

10.
  - A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
  - B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
  - C. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
  - D. Vista Convention Services, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
  - E. Vista Convention Services, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
  - F. Vista Convention Services, Inc. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
  - G. The consignment or delivery of a shipment to Vista Convention Services, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

#### **AUTHORIZATION TO PROVIDE MATERIAL HANDLING**

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

#### **THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED**

Company Name \_\_\_\_\_ Booth \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
 Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_

#### **PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER \_\_\_\_\_**

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account # 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date 

--	--	--	--	--	--

Cardholders Signature \_\_\_\_\_ Cardholders Name \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)**

# GNJMA

RESORTS CASINO HOTEL  
ATLANTIC CITY, NEW JERSEY  
NOVEMBER 19, 2014



6575 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

## MATERIAL HANDLING RECAP

WAREHOUSE  
DEADLINE DATE:  
NOVEMBER 7, 2014

### SHIPPING AND MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING order form in this Exhibitor Service Manual.

<b>COMPUTATION OF ORDER:</b> When recording weight, round up to the next 100 pounds.		
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b> <b>Warehouse</b> We will ship _____ lbs. @ \$84.00 per 100 lbs. (200 lb. minimum/\$168.00)		\$ _____
<b>B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b> <b>Showsite</b> We will ship _____ lbs. @ \$84.00 per 100 lbs. (200 lb. minimum/\$168.00)		\$ _____
<b>C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY)</b> <b>Showsite</b> We will ship _____ lbs. @ \$102.00 per 100 lbs. (200 lb. minimum/\$204.00)		\$ _____
<b>E. OVERTIME FEES</b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>into or out of</b> your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or Holidays, will be <b>charged each way</b> in addition to the above rates.  <b>Warehouse</b> We will ship _____ lbs. @ \$21.00 per 100 lbs. (200 lb. minimum/\$42.00)  <b>Showsite Crated</b> We will ship _____ lbs. @ \$21.00 per 100 lbs. (200 lb. minimum/\$42.00)  <b>Showsite Loose</b> We will ship _____ lbs. @ \$25.50 per 100 lbs. (200 lb. minimum/\$51.00)  <b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Friday, November 7, 2014</b> , and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.		\$ _____  \$ _____  \$ _____
<b>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</b>		
		7% Sales Tax \$ _____
		PAYMENT ENCLOSED \$ _____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at show site. If you have any questions about material handling, please contact Vista Convention Services, Exhibitor Service Department.

**COMPANY NAME:**

**BOOTH #**

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

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## MATERIAL HANDLING SPECIAL SERVICES

## MATERIAL HANDLING SPECIAL SERVICES

### **EMPTY STORAGE**

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: \$20 per carton and \$30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

### **MOBILE UNIT SPOTTING**

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

### **SHIPMENTS RETURNED TO WAREHOUSE**

At the close of show, for re-forwarding or storage, there will be an additional charge of \$16.00 per cwt. on straight time; \$20.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

### **SPECIAL RATES AND SERVICES**

Steel banding is available at \$1.05 per linear foot, plus one-half hour minimum labor.

### **UPS & FEDEX SHIPMENTS**

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

**ALL CHARGES SUBJECT TO NJ SALES TAX (7%)**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**GNJMA  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**GNJMA  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**FOR ADVANCE SHIPMENTS ONLY**

**DELIVER NO LATER THAN FRIDAY, NOVEMBER 7, 2014  
RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**GNJMA  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**GNJMA  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**



## ELECTRICAL REQUEST

### IMPORTANT ELECTRICAL CONNECTIONS AND CURRENT

These rates include only the bringing in of power lines to the booth and the primary connection of these lines to a piece of equipment that is already wired in the booth. Should wiring or connections beyond the primary connections listed be required to permit operation and demonstration of equipment, such wiring can be completed by Resorts at a rate based on time and material. It is advisable that all small motors up to 1 horsepower should be of the universal type. Each motor of 1 horsepower or more must be equipped with a fusible switch. To avoid delay in installation, all equipment should be tagged and wired with full information as to kind of current, voltage phase, cycle, etc. and ready for connection.

**Name of Representative Ordering:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Convention Name & Date:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_  
\_\_\_\_\_

**Check No.:** \_\_\_\_\_ **Booth No.:** \_\_\_\_\_

#### Day-Of Exhibit Contact Info:

**Name:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

To insure installation **orders must be placed by DATE!!!**. All orders must be made by completing and returning this form with payment. Please complete this form and return via fax or email to:

Ed McAviney, Banquet Manager  
Email: [Emcaviney@resortsac.com](mailto:Emcaviney@resortsac.com)  
Office: 609.340.7985  
Fax: 609.340.6349

## **ELECTRICAL REQUEST**

**If electricity is needed it must be ordered  
directly through the hotel.**

To order electrical installation, please check below.

- |    |   |          |       |
|----|---|----------|-------|
| 1. | One 110 quad box  | \$ 25.00 | _____ |
| 2. | Additional outlet up to 300 watts   | \$ 35.00 | _____ |
| 3. | One outlet 300 – 1,000 watts or One Motor<br>up to 1 horsepower   | \$ 50.00 | _____ |
| 4. | Each added outlet or motor not in excess of 1,000<br>Watts or 1 horsepower  | \$ 45.00 | _____ |
| 5. | Furnishing and installing spotlight or floodlight,<br>150 watt capacity complete with lamps and<br>current consumed | \$ 30.00 | _____ |
| 6. | 208 volt, single phase line installed by special request  | \$ 95.00 | _____ |

**TOTAL** \$ \_\_\_\_\_



## Credit Card Authorization Form

Cardholder Name: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\_\_\_\_\_  
Approved Amount

Day-of Contact authorized to sign charges to the Master Account:

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Card Holder Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone Number